



State of Utah

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Governor

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Lieutenant Governor

Department of Administrative Services
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Executive Director

Division of Purchasing and General Services
DOUGLAS G. RICHINS, C.P.M.
Division Director

The State of Utah, Division of Purchasing consistently strives to ensure it is meeting its obligations to the taxpayers and citizens of the State by providing the highest public value in the expenditure of funds for goods and services. To that end, all state cooperative contract holders must submit to the Division of Purchasing quarterly sales and usage reports. This responsibility is outlined in your contract Standard Terms and Conditions item 20. Please follow the guidelines below when submitting your reports. Failure to comply with these guidelines may result in the suspension or cancellation of your state cooperative contract.

Quarterly Submission

All report submission must coincide with the quarters and date ranges as outlined below:

Quarter 1: January 1st through March 31st, due by April 30th

Quarter 2: April 1st through June 30th, due by July 30th

Quarter 3: July 1st through September 30th, due by October 30th

Quarter 4: October 1st through December 31st, due by January 30th

Electronic Report Submission

All reports must be submitted electronically in the format designated in your contract, e.g. standard, line item, or special. You have been provided an electronic template for your report which includes instructions, sample data, and all other information that must be provided. This format must be followed when submitting reports. The reports must be submitted electronically via e-mail to:

salesreports@utah.gov.

For your convenience, in an effort to assist you in supplying the requisite information in the mandated format, the Division of Purchasing has made the templates available to you via this website. To access the templates

please click on the appropriate link below for the type of reporting you are required to submit .

[Summary Reporting](#)

[Line-Item Reporting](#)

[Custom Reporting](#)

Submission Deadlines

Reports are to be submitted within 30 days from the end of each quarter. It is very important that you maintain accurate contact information, including e-mail addresses and contact names up-to-date. The Division of Purchasing will send an electronic reminder to you prior to the end of the quarter for which a report is due.